

BUSINESS SERVICES OFFICER I (SPECIALIST)

JOB ANALYSIS BACKGROUND INFORMATION

Date of Study: November 5-8, 2001

Collective Bargaining Identification: R01

Job Analysis Conducted By: Migdalia Siaca, Staff Services Analyst,
Personnel Examining Section,
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California Department of Corrections

Number of Incumbents: There is 8 incumbents in this classification
per Department of Corrections Filled/Vacant
Position Report dated August 1, 2001.

Names of the Subject Matter Expert(s) and their background:

Michael Monroe, Business Service Officer II, Business Services Section, California Department of Corrections

Steve Ebo, Procurement and Service Officer II, Correctional Training Facility

Tess Poling, Business Service Officer I, Folsom State Prison

BUSINESS SERVICE OFFICER I, (SPECIALIST) INFORMATION GATHERING

The initial list of tasks and knowledges, skills & abilities statements were identified after conducting a literature review which consisted of:

- California State Personnel Board Classification Specification
- Business Service Officer I (Specialist/Supervisor) Supplemental Application dated September 1999
- Duty Statements